

**United States Embassy, Dhaka, Bangladesh**  
**Message for U.S. citizens**  
**U.S. Citizen Service hours in Chittagong**  
May 10, 2015

American Citizen Services (ACS) is planning a trip to Chittagong to provide various consular services. We will also be holding a Town Hall meeting with U.S. Citizens to engage in a discussion on issues that affect American citizens in Bangladesh. Please see below for detailed schedule.

During our trip to Chittagong, will be accepting passport (renewals, adding extra pages, etc.) and Consular Report of Birth Abroad (CRBA) applications, and conducting notarial services on Wednesday, May 20, 2015 in the afternoon. Please note that we will only be accepting the passport and CRBA cases, not approving them. Since there will be no access to our consular databases the Consular Officer will review the documents and do the proper system checks upon return to our office in Dhaka. We will notify subjects of the final decision. If you plan to submit information for a pending (previously submitted) case please send us an email by May 18, 2015 with the name and date of birth of the case subject.

**Event:** **U.S. Citizen Services Hours in Chittagong**

**Date and Time:** **Wednesday, May 20, 2015, between 1:30p.m. and 4:30p.m.**

**Place:** **The Peninsula Hotel, Chittagong**

Since we would have limited cashing resources we will only be taking fees in Bangladeshi taka. The following are the fees for various services we will provide:

Minor passport renewal	8,300 taka
Adult passport renewal	8,690 taka
First-time adult passport (16 years or older)	10,670 taka
Adding extra pages	6,480 taka
Consular Report of Birth Abroad and Minor Passport	16,200 taka
Notarial Fee	3,950 taka per notarial seal

*Note: Exact change will be appreciated*

Please bring all required documents to submit your application. You should also bring photo copies of each original document that is required for your application. We will match the copies with the originals, return the originals and keep the copies for the file. Incomplete applications will not be accepted. For detailed information on documents and other requirements, please visit our website at <http://dhaka.usembassy.gov/service.html>. Please bring your U.S. passport for admission.

During our time in Chittagong, the consular section also plans to conduct one Town Hall meeting and one outreach event. The timings for the events are as follows:

**Event:** **Student Visa outreach in Chittagong**

**Date and Time:** **Wednesday, May 20, 2015, 10:30 a.m.**

**Place:** **[The American Corner](#), Chittagong**

The schedule for the Town Hall meeting with the U.S. Citizens is as follows, RSVP is a must:

**Event:** **Town Hall meeting**

**Date and Time:** **Wednesday, May 20, 2015, 7:00 p.m.**

**Place:** **[The Peninsula Hotel](#), Chittagong**

For the Town Hall meeting, we have very limited space and to ensure we can accommodate everyone, we request that you email us your full name, passport number and phone number to RSVP at [DhakaACS@state.gov](mailto:DhakaACS@state.gov) by **May 18, 2015**.

Emergency services for U.S. citizens are available at all times [U.S. Embassy Dhaka](#) is located at Madani Avenue, Baridhara, Dhaka, Bangladesh 1212, and by telephone at (88) (02) 5566-2000 during regular hours. If you are a U.S. citizen in need of urgent assistance, the emergency number for the U.S. Embassy is (88) (02) 5566-2000; for after-hours emergency services, please press "0" and ask for the duty officer. You may be asked to explain your emergency; this is to better direct your call.

American Citizens Services  
U.S. Embassy  
Dhaka, Bangladesh